

APPENDIX E

DESTRUCTION OF RECORDS
WASHINGTON NATIONAL RECORDS CENTER

The Records Manager, HQUSACE Records Coordinators, and HQ functional proponents (the office which created the records) are responsible for the following procedures when the Notice of Intent to Destroy Forms (NA 13001) are received from Department of the Army.

a. The Records Manager will review the NA 13001 Forms and will forward these forms along with a standard memorandum and copies of the SFs 135 (See Figure E-1) to the HQ functional proponents, ATTN: Records Management Coordinator.

b. HQUSACE Records Management Coordinators will coordinate with functional proponents and will annotate, sign and date the back of the NA 13001 Form(s) in accordance with guidance in Figure E-1, advising whether or not records can be destroyed and providing justification for non-destruction. All backup documentation and the original annotated NA 13001 will be returned to the Records Manager.

c. The Records Manager will annotate the SF 135.

d. The Records Manager will prepare a memorandum to DA with NA 13001s attached. Records Manager will furnish a copy to the Office of History and retain file copies.

OM 25-1-98
29 Jan 99

CEIM-IR (25-400-2g)

MEMORANDUM FOR (Office which created the records)

SUBJECT: Notice of Intent to Destroy Records

1. References:

a. CEIM-IR/CEMP-R Memorandum, 11 February 1998, subject: Continued Moratorium on Destruction of Environmental Restoration Records.

b. AR 25-400-2, The Modern Army Recordkeeping System.

2. Enclosed is/are NA Form(s) 13001, Notice of Intent to Destroy Records, and copies of the SF 135, Records Transmittal and Receipt, pertaining to _____ documents in the custody of the Washington National Records Center (WNRC).

3. Request you review the enclosed notice(s) to determine if the files covered by the accession numbers listed are eligible for destruction. If destruction of the records by the WNRC on the disposal date identified is not appropriate, provide one of the following reasons on the back of the NA 13001 Form.

a. The records are incorrectly scheduled. (State the proper destruction date or indicate "Permanent", and cite the file number from AR 25-400-2).

b. A proposed change to the disposition instruction, in AR 25-400-2, has been submitted.

c. The records must be retained pursuant to moratorium or litigation (provide explanation). Moratoriums are currently imposed for records in the following categories: (List all current moratoriums or attach list as an enclosure.)

d. Moratoriums have been terminated for records relating to Agent Orange and other herbicides as well as records relating to Employment application and personnel security clearances files.

Figure E-1

CEIM-IR

SUBJECT: Notice of Intent to Destroy Records

4. If destruction of the records by the WNRC on the disposal date identified is appropriate at this time, annotate the back of the NA 13001 Form(s) "May be Destroyed" and sign/date the notice.
5. In addition to the DA moratoriums listed above in paragraph 3c, the Chief of Engineers has placed a moratorium on all Corps of Engineers Environmental Restoration Records (Superfund, DERP or other HTRW programs), (reference 1a above). If you are unsure that the records being destroyed may relate to environmental restoration, you may contact this office to request the records be recalled for review.
6. The WNRC has modified some of the accession numbers by adding a letter of the alphabet to the accession number usually after the year. Please consider this change when matching accession numbers on the NA 13001 Form with the accession number on your office copy of the SF 135, Records Transmittal and Receipt.
7. The POC for this action is _____. Return all backup documentation and the original annotated NA 13001 Form to CEHEC-IM.

Encl

SIGNATURE BLOCK

Figure E-1 (Continued)